

# *Magnify Your Potential*



In continuing its commitment to advancing career development within the Commonwealth, The Human Resources Division's Office of Diversity & Equal Opportunity in conjunction with its' Learning & Training Development Group, will offer a seminar on how to create your own Career Development Plan (CDP).

Please join us on -

Wednesday, May 3<sup>rd</sup>, 2006  
Gardner Auditorium - State House  
Boston, MA 02108  
10:00 a.m. - 12:00 noon  
1:00 p.m. - 3:00 p.m. (Repeat of a.m. session)

The seminar is intended to help you -

- ✓ Identify your current skills, abilities, talents and educational background
- ✓ Read and analyze job descriptions to identify the specific tasks of each job
- ✓ Extract the specific knowledge, skills, abilities (KSA) & educational background required to succeed in that job
- ✓ Evaluate your qualifications against the tasks assessment

To register go to: [http://www.training.hrd.state.ma.us/registration\\_system/home.cfm](http://www.training.hrd.state.ma.us/registration_system/home.cfm)

**For more information please contact:** *Juanita.D.Allen@state.ma.us*

*"Connecting Employees with Commonwealth Opportunities"*